

MONTHLY REPORT 4a INSTRUCTIONS

Fiscal Year 2019-2020

PURPOSE:

The purpose of Report 4a is to capture **FUNDED** activities under each county's High Risk contract. Completion of Report 4a is required under the county High Risk contract. In the event the High Risk funding has been exhausted, counties are encouraged to continue reporting activities in funded pathways on Report 4a. This will allow CDFA to capture actual funding needs for each county.

REPORTING PERIOD:

Each county must submit Report 4a by using the online [County Reporting System](#). Each county is required to complete Report 4a online no later than the fifth day of the month following when the activities took place (i.e. work reported for January should be completed no later than February 5). Hours on invoice must be reported in funded pathways on Report 4a.

REPORT 4A FIELD DESCRIPTIONS:

FUNDED PATHWAYS TYPE:

- **FedEx (Express and Home Delivery only)**
- **UPS**
- **United States Postal Service (USPS)**
- **Air Freight**
Air cargo shipments of plant material inspected at the airport facility.
- **Air Freight Forwarded**
Any shipment that entered the state via air freight and was forwarded to the destination county under a warning hold notice (blue tag), by compliance agreement authorization, or other shipments that were not previously inspected and released.
- **Southern State 008**
Nursery stock that arrives under Warning Hold Notice (008) from Florida and other Southern States regulated for CCR 3271 (BRN) and CFR 301.81 (IFA) arriving via truck through a Border Station.
- **Hawaii 008**
Nursery stock from Hawaii arriving via sea freight and forwarded under a Warning Hold Notice (008).
- **Beehives**
Inspections of beehives that do not include Bee Safe Program activities.
- **Gypsy Moth**
Inspections conducted at residential, storage, or other locations (such as military facilities) on articles regulated by the Federal Domestic Gypsy Moth Quarantine.
- **CA Overnight**
- **DHL**
- **FedEx Ground**
- **Post Entry**
Inspection of facilities and growing grounds receiving post entry quarantine material to ensure compliance with importing requirements.
- **Specialty Warehouse/Markets**
Inspections conducted at warehouses/markets that cater towards a given community.
- **Swapmeets**
Inspections conducted at multiple independent vendors at one location.

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- **Truck**

Inspections of plant shipments not from Florida, Hawaii, or southern states*.

*Southern states are considered those states that are regulated by State Exterior Quarantine CCR 3271-Burrowing and Reniform Nematode and Federal Domestic Quarantine 7 CFR 301.81-Imported fire ant.

FUNDED OTHER 1 (VARIOUS)

The following pathways must be reported under the "Other 1 (Various)" type section:

- **Facilities and Properties**

Inspections of recreation vehicle (RV) parks and other recreational properties/facilities.

- **Grain**

Inspections of grain and storage facilities as described in CCR 3556, and inspections of mills/storage facilities inspections of grain that may host high risk pests.

- **Hay 008**

Inspections of hay shipments that arrive under warning hold notice (008).

- **OnTrac**

- **Roadside Vendors**

Inspections of independent vendors selling agricultural products by or near public roads.

- **Seed 008**

Inspections of seed shipments that arrive under warning hold notice (008).

SECTIONS:

PREMISE VISITS

Number of visits to a facility (or destination location) to conduct an inspection. Record each visit separately. For example, a visit to a parcel facility may involve several shipments but would only count as one premise visit.

SHIPMENTS INSPECTED

All Parcel Facilities, Air Freight/Air Freight Forwarded, Nursery Stock, and Additional Pathways. Number of shipments actually opened and/or examined.

NOTICE OF REJECTION

Total number of rejection notices issued.

PEST REJECTIONS

Number of live actionable pest interceptions. If more than one type of pest is found in a shipment, count each actionable species as an interception. Note: If same species intercepted twice in shipment, only count once. If same species intercepted twice in same shipment but on different hosts, species may be counted twice. Also, Notice of Rejection should be issued due to live pest interception.

HOURS

Use actual hours for each pathway (add across and include travel time).

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TOTAL HOURS

Sum of HOURS from each pathway.

COMMENTS

Enter workload trends and explanations if necessary. List "Other 1 (Various)" pathways for which work was conducted in this section.